

NORTHERN RESEARCH AWARDS

Common Application Form

2024-2025

• GUIDELINES AND INSTRUCTIONS •



Please open all documents in Adobe Acrobat

The UofA Common Application Form must be used for both the UofA Northern Research Awards (UANRA) and the Northern Scientific Training Program (NSTP).

Please note that if you are eligible to apply for NSTP funds (see below), you are also required to fill the online NSTP application form available at <https://nstp-pfsn.fluidreview.com/>. See the Student Manual for guidance on filling the online form. It is available at [2024-2025 Information Manual](#)

Your completed **Common Application Form** must be submitted along with the completed **Application Signature Page**.

Please ask your supervisor to complete the **Supervisor's Evaluation Form**. Your supervisor must send it directly to the UofA Northern Research Awards Committee by emailing grad.awards@ualberta.ca Please use Guidelines and Instructions included on the form.

Deadline for digital submission of the Common Application Form and for completing the online NSTP form: **October 26, 2023- 5 pm, note NSTP has a later date (November 10th) that does not accommodate our adjudication process.**

Send an **electronic copy** of the Common Application Form AND required attachments to: grad.awards@ualberta.ca. Please state clearly in the subject line your name and common application form, e.g. *John Smith - Common Application Form October 2023*.

Enquiries: grad.awards@ualberta.ca

- Please read through the NSTP manual and appendices for more information and guidance on the NSTP application process.

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There are **FIVE** sections to the **Common Application Form**:

- SECTION A: STUDENT INFORMATION
- SECTION B: DISCIPLINE, PROJECT, RESEARCH
- SECTION C: PERIOD IN THE NORTH, BUDGET, FUNDS
- SECTION D: NORTHERN RESEARCH LICENCE(S) / PERMIT(S) and COMMUNITY ENGAGEMENT & OUTREACH
- SECTION E: DECLARATION AND SIGNATURE

Below are some explanatory notes for each section to assist you while filling out the application.

SECTION A: STUDENT INFORMATION

Please ensure you fill ALL the sections. Use drop down menus where provided to specify relevant information.

Please note that the collection of personal information is pursuant to Section 32-C of the *Freedom of Information and Protection of Privacy (FOIPP) Act*, for the purposes of verifying and evaluating your eligibility for and to operate and administer the UofA Northern Research Awards. Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act (Alberta)* and the *Privacy Act (Canada)*.

Eligibility for NSTP: You must be enrolled full-time in a degree program at the University of Alberta and must be a Canadian Citizen or permanent resident. Priority is given to graduate students; 4th year honours students intending to continue in a graduate program are also eligible.

NSTP will provide one year of funding for thesis-based research at the undergraduate level, up to two years of funding for thesis-based research at the Masters level and up to three years of funding for thesis-based research at the Doctoral level. Students may apply and be granted funding in any year of their programs.

Eligibility for UofA Northern Research Awards: Open to all graduate and 4th year undergraduate students (**domestic and international**) enrolled full-time in a degree program at the University of Alberta. Applicants can apply for only one UofA Northern Research Award per year to a maximum of two grants per Masters and three grants per PhD program.

SECTION B: DISCIPLINE, PROJECT, RESEARCH

Both the NSTP and the UofA Northern Research Awards support projects on northern topics from **ALL** disciplines and in multidisciplinary fields. The adjudication committee will be looking for clear, concise, complete, and well thought-out proposals. Please devote a good amount of time developing your proposal and seek input from your supervisor(s) to strengthen it further.

Research Partners: Research Partners should be professionals (e.g., collaborating professors or government scientists), community members, non-governmental organizations, or companies, etc. that are actively participating in the research project. Academic supervisors, other students, and technicians do not qualify as "partners" even if they are active participants on the project.

If this is a continuation of work funded in a past application, your detailed research proposal MUST include a brief description of work completed to date and a concise discussion of how this year's proposed research builds on your past work.

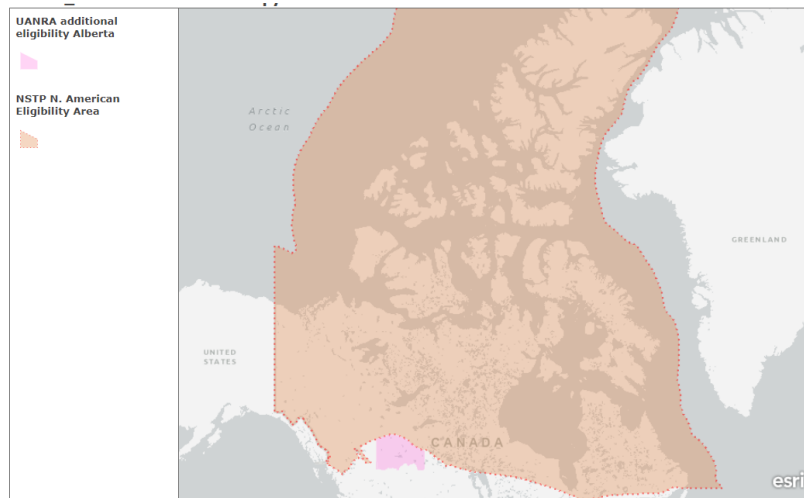
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Definition of North: The term 'North' in this context is understood to include that part of Canada where there is both permafrost and ground ice, as per the map 'Permafrost', contained within the 5th Edition (1978 to 1995) of the National Atlas of Canada (see map below and interactive map at: <http://arcg.is/1vGHyr>) and; and the other seven circumpolar countries (Finland, Greenland (Denmark), Iceland, Norway, Russia, Sweden, and the United States (Alaska)). ([2023-2024 NSTP Manual](#)).

The NSTP considers applications for research in the other circumpolar countries, as identified by the Arctic Council: Alaska (U.S.A.), Iceland, Finland, Greenland (Denmark), Norway, Russia and Sweden, considering the following:

- The general boundary for eligible research in Finland, Norway and Sweden is the southern limit of discontinuous permafrost (Brown Line) in each country.
- Research projects carried out in all of Alaska, except for the "panhandle", and in all areas of Greenland (Denmark), are eligible.
- For Iceland, eligibility will be determined on a case by case basis.



UAlberta North, Univ. of Alberta Eligibility area for NSTP and UANRA for Common application. NSTP appendix 4 19-20 manual downloaded from arcgis online. Additional UANRA eligible area in Alberta based on Alberta North Economic Development Region.

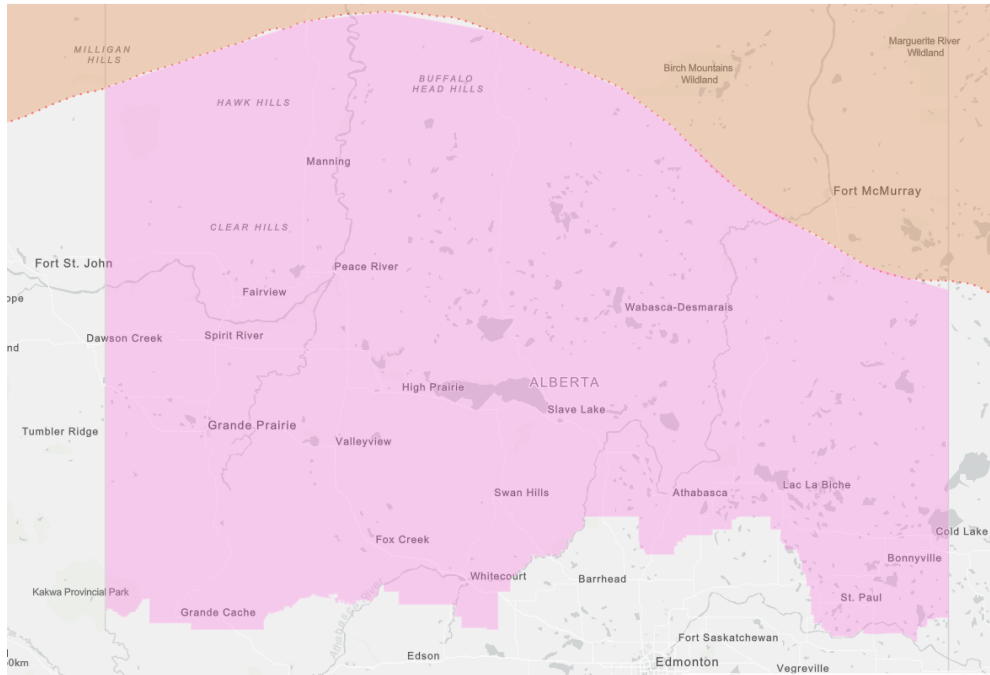
Click map for online interactive map showing eligibility boundary

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For the **UofA Northern Research Awards**, the definition of 'North' includes all regions described above for NSTP, AND ALSO includes the Northern Alberta Development Council (NADC) Area of Alberta (NADC map below). Use this [online interactive map](#) to determine if your field location is within the eligibility boundary. If your project is near the boundary please contact grad.awards@ualberta.ca and send the coordinates in decimal degrees.



Brief description of project:

This is an important section of your application form. Please spend some time crafting your description and pay attention to how you present your project. Remember that the members of the adjudication committee assessing your application come from different disciplinary backgrounds, so keep your prose comprehensible and accessible to all readers.

The **brief description** of the project (maximum limit of 300 words) should include, in non-technical language: project objectives, methodology, and significance of the research. The description should not be a duplicate of another supported project, nor should it be a copy of a project description submitted in a previous year and/or by another student.

Significance to the Student (min 100 words max 300) Why is the research important? How will it advance knowledge? State how the research is tied to thesis work.

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The detailed research proposal must be prepared in a separate document. Please include it as an attachment with the completed Common Application form.

Detailed Research Proposal: The maximum word limit for the detailed research proposal is 1500 (excluding references and schedule). Use language that can be understood by a non-specialist. Provide information on: Scope and rationale for the research; Methodology; Relevance and significance of your research; References; Work schedule. If your project was funded by NSTP/ UANRA in prior years, you **MUST** include a brief description of work completed to date **AND** clearly articulate how the proposed research builds on progress from previously funded years.

For NSTP and UANRA research projects in northern regions of other circumpolar countries must clearly demonstrate the following (use an additional sheet if necessary):

- relevancy of the foreign research project to Northern Studies in Canada;
- relevancy of the foreign research project to previous and planned work by the student on the Canadian North;
- organizational and financial support provided in the host country;
- reference to any authorizations and licences required to conduct research in the host country.

These justifications must be provided each time that a student plans to conduct international research, even if the research is a continuation of previous years' research.

SECTION C: PERIOD IN THE NORTH, BUDGET, FUNDS

You must provide an estimate for the total time you anticipate spending in the North for your field work. Additional boxes have been provided in case your plans include multiple visits to the field site. Students are encouraged to spend a longer time in the field to gain better understanding and appreciation of the North. All lengths of stay now require a justification and a rationale for multiple trips.

Budget, Funds:

If you and your project are eligible for NSTP funding, you **MUST apply to NSTP if you also wish to apply for a UANRA.**

It is very important to remember that both the NSTP and UANRA are intended 'to assist in defraying the additional costs attributable to northern research projects (i.e. transportation costs, living expenses, freight costs and interpreter fees), and are therefore supplementary in nature. You are expected to have secured or be in the process of securing other funding, or in-kind contributions, to support your research project.

Note that the total budgeted project cost is the total cost to complete the research as proposed (i.e. funds requested from this application and expenses covered from other funding sources).

The combined NSTP and UANRA will not exceed \$10,000. The average award for NSTP is \$2,500-\$3,000; and for the UANRA is \$2000-\$3000.

The requested amounts cannot exceed the maximum allowable per student (\$6,000 for NSTP, and \$8,000 for UANRA).

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Please see table below for the maximum amount allowed for specific budget items, noting that eligibility and amounts may be different for NSTP and UofA Northern Research Awards

Budget items	Eligibility
Travel	<p>Eligible both awards - Includes taxis, car rentals, uber, flights, train, boat rentals, ATV/snowmobile rentals, ground transportation by private vehicle* (at .50 cents/km) and accommodations.</p> <p>*Per University policy, private automobile cannot be used for business travel that will exceed 1000 km round-trip distance. The use of the University car rental agreement is more cost effective, in most cases, depending on the length of stay. If justification is made for >1,000km we may request a waiver.</p>
Airfare - Please see special northern fares offered, as well as student pass programs or ask UAlberta North	Eligible both awards - Economy rates only. Baggage charges are eligible. Please use TAP process for flights when available.
Subsistence	<p>NSTP - \$40/day meal allowance for one person only (awardee only).</p> <p>UANRA - \$40 meal allowance for up to two people (if you are applying for funds for a student assistant – see below)</p>
Freight costs (into the field and from the field)	Eligible both awards
Field supplies (e.g. sampling bottles & bags, tools, reagents, notebooks, bearspray; clothing is NOT eligible)	Eligible UANRA only
Translator/Interpreter/Interview (in the field only)	Eligible both awards
Cost of student assistants	Eligible UANRA \$1,500/month maximum* This will only be considered for safety in remote area research and if funding allows
Research license application fee	Eligible both awards
Community reporting / dissemination information	Eligible both awards - see appendix 2 NSTP manual

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Please note that NSTP funds CANNOT be used:

- for research outside the NSTP's geographical boundary (see attached map);
- for research which does not necessitate a sojourn in the Canadian North (e.g. archival research, data collection, or laboratory analysis at southern research centres; production of publication; conference presentation, etc.);
- to support students going on field courses, or for the purpose of a practicum, conference, or workshop;
- for the purchase of equipment;
- for post-doctoral studies;

The NSTP does not fund field schools. If a group of students are working on the same general project in one geographic area, then very distinct, individual project descriptions should be written for each individual highlighting their unique research contributions to the overall project.

SECTION D: NORTHERN RESEARCH LICENCE(S) / PERMIT(S)

All research in Yukon, NWT, Nunavut, all National Parks, and many Provincial/Territorial parks is subject to strict licensing/permitting requirements. Review the Research Licensing in Northern Canada — [Visit Field Research Office site](#) Or [UAlberta North's Additional Resources page](#).

Your research project may also be subject to additional licensing requirements, e.g., for work on fish or wildlife, human subjects, or in foreign jurisdictions.

All certifications, permits, and research licenses (including ethics, animal care, and any required environmental assessments) must include the name of the project and the student. For UofA Northern Research Awards, the University of Alberta must be named as a project sponsor. For NSTP grants, Polar Knowledge Canada (PKC-NSTP) must be named as a project sponsor.

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ALL licenses, permissions, approvals etc., must be obtained before leaving for the field and copies provided to the UofA Northern Research Awards Committee. Research funds WILL NOT be released if these approvals are not obtained.

Community engagement and outreach:

Please ensure you provide detailed information in this mandatory section of the form, which requires you to outline plans for communicating your research and its anticipated outcomes to northern communities and stakeholders. If you are conducting research in isolated locations, you may not immediately see the need for interacting with northern communities. Nonetheless, it is a requirement and it is expected that you find creative ways of communication and engagement such as through blogs, teleconference calls, workshops or conferences with strong northern representation, or other means. If you do not know which communities to reach out to then please consult with the relevant licensing agency or UAlberta North to advise you.

For more information and resources, please visit [Conducting Research in Canada's North - Canada.ca](#)

SECTION E: DECLARATION AND SIGNATURE

This section is comprised of two parts.

The first is the student's declaration that the proposed research is compatible with the University of Alberta's policies on research and must comply with [ACUNS Ethical Principles for the Conduct of Research in the North](#). Any research involving study of human or animal subjects or contact with northern communities must be approved by the appropriate University Research Ethics Board (REB). [See the UofA Research Ethics Office page](#)

The second part of this section is a declaration by both student and supervisor that the proposed research is part of the student's thesis work, that the research is in accordance with UofA research policies and procedures, that all information is correct and accurate, and reporting obligations and deliverables associated with the grant are understood and will be met.

Remember that this is an extremely competitive grants program. There are limited funds and a large number of applications are received each year. Not all applications are successful so it is very important that your submission is well written and well supported. Only the strongest proposals will receive funding.

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CHECKLIST

- Your detailed research proposal (max. 1500 words)
- If applicable, additional sheet(s) justifying project if the project falls in the northern regions of circumpolar countries other than Canada.
- Supervisor's Evaluation form. Please ensure your supervisor sends the completed form directly to the Northern Research Awards Committee by emailing grad.awards@ualberta.ca by **October 26, 2023 5 pm MT**.
- **Electronic copies of the completed Common Application, detailed research proposal, and any required attachments to grad.awards@ualberta.ca If possible please put these in one pdf document.**
- **NSTP online application if applying to NSTP. If you currently hold NSTP funds you must also complete the online reporting.**

Email the digital copy of the Common Application, and have your Supervisor email the Supervisor evaluation **by October 26th, 2023 5pm MT** to

<mailto:grad.awards@ualberta.ca>

Make sure if you are applying for NSTP funds you have completed the online application as well.